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CSA to GTC transition

The Air Force recently decided to transition existing Controlled Spend Account (CSA) travel cards to enhanced Government Travel Card (GTC) by the end of fiscal year 2012. The CSA, a pilot travel card program, provided some enhancements for travelers, but also brought significant challenges for most frequent travelers and for those with unique mission sets. For any travel card program to work, it has to work for all travelers. Even with planned program improvements, issues with CSA would remain. On the other hand, GTC can continue to meet mission requirements by facilitating both Temporary Duty and Permanent Change of Station travel for our Airmen.

But what does it all mean to our travelers? Planned transition should be seamless to our cardholders. Everyone who currently uses Blue CSA cards will continue to use them; no new cards will be issued and account numbers will not be changed. On the set day Blue CSA cards will be automatically converted to Blue GTC cards. Those new GTC cards will have credit limits loaded on them, based on the type of card account issued (Standard/Restricted). Local Agency Program Coordinators (APC) have the authority to increase credit limits on temporary basis, to meet mission requirements. Members will no longer call Citi bank for Temporary Spend Limit increases.



Formal notification of conversion will be sent to each traveler. In order to receive those notifications, members must ensure their mailing and email addresses are up to date in Citi system. Members can log on to home.cards.citidirect.com and update the information or they can stop by Finance office. Currently the Lajes APC is working with each squadron to ensure there is an APC assigned, trained, and ready to assist our travelers.

Finance the Basics

"The Basics" is the latest virtual Finance enhancement. It is the only area targeted towards our newest Airmen, and is designed to not overwhelm the user with too much information. It is located on the AF Portal under Life & Career Tab—Welcome to Virtual Finance. "The Basics" is divided into four tabs that addresses significant events in a young Airman's career, and the FM aspects that accompany those changes. (Finance Basics, Moving out of the dorm, Getting married, First deployment). Graphically, "The Basics" has a much different look and feel than the rest of virtual Finance. By clicking on icons that are designed to resemble "Apps," the Airmen is presented with a pop-up win-

dow that covers basic info on that topic. Acronyms are kept to the minimum to ensure understanding. Links are provided so the Airman can look deeper into given topics. Several topics/Apps illustrate the importance of checking the LES monthly and filing all travel documents in order to be properly paid and to avoid possible debts.

Many topics/Apps point to other areas of virtual Finance, including the FM Knowledge Base, which can answer many common question

Log on to AF portal and check it out!

<http://www.my.af.mil>

